

Place for Passport
size photograph

UNDERGRADUATE ENROLMENT FORM

Date Register No

Please read the instructions before completing this form

MR.	MS	MRS	
FIRST NAME			
MIDDLE NAME(S)			
FAMILY			

Date of Birth		Nationality		Mother Tongue	
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PRESENT ADDRESS OF APPLICANT (IN UAE)		PERMANENT ADDRESS OF APPLICANT			
P.O. Box No.					
Emirates					
Mobile No		Tel: (Res)		Tel: (Off)	
E-mail		Fax:			

NAME & ADDRESS OF PARENT		NAME & ADDRESS OF LOCAL GUARDIAN (IF ANY)	
Profession		Profession	
Relationship		Relationship	
Tel: (Res)		Tel: (Res)	
Tel: (Off)		Tel: (Off)	
Mob No		Mob No	
E-mail		E-mail	

PASSPORT DETAILS AND CURRENT VISA STATUS			
Passport No		Expiry Date	
VISA Status		Valid up to	
	Sponsor		VISA No
Requirement of VISA through Skyline University College		YES	NO

PROGRAM YOU WISH TO APPLY FOR		
DEGREE	TITLE	TOTAL FEES

Preferred joining Term:	JULY	SEPTEMBER	JANUARY
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REQUIREMENT OF TRANSPORTATION		
Transport Location	YES	NO
Exact Location		

PREVIOUS ACADEMIC QUALIFICATIONS

Name of last two educational institutions attended:	Qualification	Year	Grade

SCORE	Entrance Exam Date:	SAT SCORE	Entrance Exam Date:
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Specify if any other International English language Certificate & Score:

Any Physical disability or medical condition which might necessitate special arrangements or facilities?

WORK EXPERIENCE				
Job Title	Name of the Organization/Location	Job Status	From	To

HOW DID YOU HEAR ABOUT SKYLINE UNIVERSITY COLLEGE ?

ADMINISTRATION DEPARTMENT	
Placement test details (TOEFL / MATHS)	
Date of Test	
Result	
Remarks:	
Administration staff signature:	

ACCOUNTS DEPARTMENT	
VISA Fee	
Fee Paid	
Receipt No:	
Date:	
Total Fee	
Fee structure and payment schedule	
Accounts staff signature:	

MARKETING & REGISTRATION DEPARTMENT

DEAN - ACADEMICS

DIRECTOR - ACADEMIC SUPPORT SERVICES (DASS)

PRESIDENT'S OFFICE

INSTRUCTIONS

1. Enclose the followings with this form:
 - i) Six passport size photographs (Not Polaroid)
 - ii) Copy of valid passport with valid visa page
 - iii) 12th standard certificate attested by Ministry of Education (for outstation students should get the appropriate attestations)
 - iv) Copies of all other certificates
2. Please read carefully and understand the terms and conditions governing the course including those registration, student conduct, visa, refund policy, examination and fee schedule before signing.
3. All payments must be settled no later than the 10th day of the month as specified in the fee structure; any delay will lead to temporary suspension till last day of the month and cancellation of registration thereafter.
4. Once enrolled, students shall abide by the University College rules & regulations framed time to time.

NOTE

1. Following must be paid before the enrollment along with the application form:
 - o Registration fee & 1st Installment fee - USD 4465/- **(Non-refundable)**
 - o Visa Fee – USD 1370/- (Applicable for 3 year visa) - **Fully Non-refundable once visa is filed**
 - o Passport Guarantee – USD 685/- **(Refundable at the time of visa cancellation)**
 - o TOEFL Exam Fee – USD 125/- **(Non-refundable)**
 - o Caution Deposit – USD 275/- **(Refundable at the time of visa cancellation)**
 - o 1st Semester of the Hostel Fees – USD 1,050 [3 months at the rate of USD 350/- per month (Inclusive of water & electricity charges)].

The Total First Payment Fee is USD 7,970/-
2. Refund policies – as informed by the Marketing and Registration officer
3. Re-registration will be at the discretion of the management only and will involve a re-registration fee as application at the time of re-registration.
4. Fees subject to change.
5. I/We (Applicant/Guardian) have understood the documents provided by the Registration Department regarding registration checklist which I/We have duly signed.
6. Student will take a TOEFL and Mathematic entrance examination. If the student successfully passes the TOEFL entrance examination, s/he proceeds for the degree program and if the student is declared fail s/he attends applicable level of IELTS preparatory course or Maths crash course. Please refer to IELP Fee Structure and Maths Crash Course Structure

DECLARATION

تصريح

I confirm that, to the best of my knowledge, the information provided in the form is correct and complete. I have read and understood the general terms and conditions governing the program and fee structure. I hereby apply for enrolment and if accepted, I agree to comply with the rules and regulations of Skyline University College. I further undertake that the documents submitted are genuine. In case it is discovered that documents are fraudulent, the University College has the right to cancel my registration without any documents irrespective of my year/level of study and take legal measures against me.

Applicant's Signature
توقيع مقدم الطلب

Parent/guardian's Signature
توقيع ولي الأمر

Registration Department
قسم القبول والتسجيل